

## **JOB OPENING – INDIGENT DEFENSE COORDINATOR**

The Galveston County Office of Justice Administration is accepting applications to fill the position of Indigent Defense Services Coordinator. The I.D.C. Coordinator is appointed by and serves the Judges of the criminal courts while under the supervision of the Director of Justice Administration. This position offers all Galveston County employee benefits. Qualified persons should apply by mail at:

**Judge Lonnie Cox, 600 – 59<sup>th</sup> Street, Suite 3204, Galveston, Texas, 77551**

or by email to: **monica.gracia@co.galveston.tx.us**

**STARTING SALARY:** 34,695.49

### **Essential Functions/Duties:**

- Coordinates magistrate warnings to comply with established deadlines.
- Review Eligibility and Recommend Placement of Defense Attorneys to Criminal Courts Board.
- Verify Attorney Eligibility monthly and annually.
- Assist Justice Administration with daily of special assignments.
- Filing and Basic Records Management.
- Coordinate Interpreter Services after hours, weekends and holidays.
- Filing and Basic Records Management.
- Maintain current written Indigent Defense Plan
- Attend and assist with misdemeanor jail docket, when necessary
- Prepare and file required reports to the Criminal Courts Board, County Auditor and Commission on Indigent Defense
- Assist County Auditor with preparation of financial reports to the Commission on Indigent Defense
- Monitor/Audit deadlines for magistrate warnings and notification of appointment of attorneys in indigent cases
- Assist Director in required audits of expenditures by both the County and State Auditor
- Review Sheriff's booking records, make deadline determination and insure defendant is presented to magistrate
- Report Complaints and/or violations of Indigent Defense Plan to Director
- Knowledge and understanding and continuous review of Rules/Guidelines established by Indigent Defense Task
- Assist Case Management Specialist with Magistrate Court
- Other duties as assigned

### **Minimum Qualifications:**

- High School Diploma or equivalent; 2 years experience in justice related field.

### **Physical/Other Demands:**

- Sitting for long periods of time
- Ability to cope/deal with difficult, hostile, intoxicated, offensive or mentally ill persons
- Ability to work with little or no supervision
- Work hours include working early mornings, weekends and holidays, when necessary
- Ability to work in a jail setting, including contact with inmates
- Ability to report to work timely and as scheduled